

**Alaska Workforce Investment Board  
Executive Committee  
Tuesday, September 9, 2008 – 10:00 a.m.  
Teleconference: 1-888-354-0094, Conference ID#4461969  
Meeting Minutes **DRAFT****

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- **Call to Order** X Andy Baker, AWIB Chair; \_\_\_ Neal Foster, AWIB Vice Chair and PP/AE Chair/Legislative Chair; X Doug Ward, WR/EP Chair; X Todd Bergman and X M.J. Longley, Youth Council Co-Chairs

*Guests in Attendance:* Beth Leschper, Communications Director/DOLWD; Mike Shiffer, Asst Director/DBP/DOLWD; Scott Clark, Governor's Designee AWIB; David Stone, Deputy Commissioner/DOLWD

*Staff in Attendance:* Greg Cashen, Executive Director/AWIB; Barbara Duval, Project Coordinator/AWIB; Bejean Page, Administrative Asst III/AWIB

- **Approval of Agenda**

MJ Longley made a motion to approve the agenda, seconded by Todd Bergman. Vote taken, MOTION passed.

- **Approval of Minutes – August 12<sup>th</sup>**

Doug Ward made a motion to approve the minutes, seconded by MJ Longley. Vote taken, MOTION passed.

- **Action Items**

1. Approve October AWIB Agenda

The agenda for the October AWIB meeting was reviewed. We are still working on getting the panel names lined up. Greg would like to add Jeff Hadlan from R&A to the agenda. There was discussion about the STEP report and the board's role in that process. It was decided that we would give two Instructor of the Year Awards, one for secondary and one for post secondary. We have rooms blocked at the Westmark for the board meeting. There is a shuttle provided to/from the airport and we will shuttle to the meeting. We will be arranging a motor coach bus for the tours.

MJ made a motion to approve the agenda for the October AWIB meeting, seconded by Todd Bergman. Vote taken, MOTION passed.

## 2. WIA Waiver Request

Mike Shiffer, Division of Business Partnerships, explained the need for a resolution supporting their 'Request for Waiver' for 'Literacy/Numeracy for 'Neediest' Youth' currently being submitted to the USDOL. This is one of the last waivers for this calendar year and the most powerful before the board. If we pursue this waiver we will see more of the disadvantaged youth in our program. Alaska is going to be the first State to submit this waiver that the WIA focuses on the neediest youth.

MJ Longley made a motion to approve, Doug Ward seconded.

Vote taken, MOTION passed.

- **Discussion Items**

### 1. Training Plan Template

The Adhoc Training Plan Template committee from the WREP met for the entire day on 8/29/08. They used the Blueprint and Self Evaluation Tool to develop the 'AWIB Training Plan Template' which can be used on all industries. The draft has been given to Jim Lynch, Healthcare Task Force, who hope to have a final to bring before the board in October.

### 2. AWIB Policy for Support of Proposals

We need to make sure that proposals brought before the board are within our designated priority occupation lists and our framework before endorsing them. After much discussion it was decided that Greg would come up with ideas for a policy for support of proposals brought before the AWIB. These ideas will be brought to the next meeting.

- **Reports**

1. Director - Greg Cashen - no report, will send one later in the week.

2. Chair - Andy Baker - no report.

3. Committees

Neal Foster - not present.

Todd Bergman - Youth Council had a face-to-face meeting on 9/5. We had a couple presentations, one from Big Brothers Big Sisters and we also had a presentation from youth and govern, Becky Judd and Megan McBride to help us get youth involved. We are moving forward with a letter and application for youth to be involved. The youth council has requested to be on the agenda for the May meeting for a face-to-face with the AWIB, the Monday prior to the board meeting.

Doug Ward - talked about the resolution distribution process. We spent most of our time working on the 'AWIB Training Plan Template'. Alignment of strategies and employability skills standards are still on the table. Still working on our Strategic Plan.

- **Other Items:** Questions from AWIB Members - **none.**

- **Adjournment:** 11:54 - Next Ex Co teleconference meeting scheduled for September 25<sup>th</sup> at 10:00 a.m. to review recommended edits to PY 2007 WIA Annual Report.